

**EXAMPLE FILMING NOTIFICATION LETTER**

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**WE'RE GOING TO BE FILMING  
IN YOUR NEIGHBORHOOD**

**WHO: PRODUCTION COMPANY NAME**

**WHAT: EX. COMMERCIAL / STILL PHOTOGRAPHY / TV SHOW**

**WHERE: ADDRESS OR DESCRIPTION OF LOCATION**

**DATE(s): EXACT FILMING DATE(S)**

**TIME(s): EXACT WORKING HOURS AT THIS LOCATION**

**DESCRIPTION OF ACTIVITY:**

**(INPUT EXACT DESCRIPTION OF LOCATION AND ACTIVITY).**

**EXAMPLES: Filming on sidewalks near XXX address. Reserved parking near XXX address, etc.**

**OUR ACTIVITIES WILL AFFECT THE NEIGHBORHOOD:**

We are planning to film portions of a *commercial* on the sidewalk **(INPUT EXACT LOCATION FOR SHOOT)**. The proposed filming date is **(INPUT EXACT DATE)** from approximately **(INPUT HOURS FOR EACH DATE)**. We may briefly hold pedestrians during takes on the sidewalk, but will maintain access between takes at all times throughout the day. We will accommodate any special needs that may be required by neighbors during filming.

We have applied for the necessary City permits. We agree to abide by all City filming rules and any specific guidelines applicable to your neighborhood. If you have questions regarding the permitting process, please contact the City Film Office at 206-233-3948.

If you have questions about the production and/or our activity in our neighborhood you can reach me at **(INPUT PHONE #)**

Best,

**(INPUT NAME)**

Locations Manager

**(INPUT PHONE #)**

Instructions: Any information in highlight needs to be updated. Your production can either go door-to-door and obtain signatures, or leave a copy for the tenant to sign and return to you at a later date. E-mail sign-offs are also acceptable as long as the information is correct and the information below is clearly included. Sign-offs must be returned to the Film Office a minimum of three (3) business days prior to the shoot date. 100% sign-off from the neighborhood is not always required, but significant objections from neighbors will be taken into consideration.

**SAMPLE RESIDENTS/BUSINESS SIGN-OFF LETTER**  
**(PLEASE ATTACH A DETAILED MAP OF THE FILMING ACTIVITY/SET-UP)**

Dear Resident or Business:

We are planning to film (DESCRIBE ACTIVITY AND INPUT EXACT LOCATION FOR SIDEWALK SHOOT).  
The proposed filming date is (INPUT EXACT DATE) from approximately (INPUT HOURS FOR EACH DATE).

**DESCRIBE YOUR POTENTIAL IMPACTS TO THE NEIGHBORHOOD, INCLUDING ANY OF THE FOLLOWING: PARKING RESERVATIONS, TRAFFIC CONTROL, PEDESTRIAN CONTROL, NOISE, OR OTHER IMPACTS.**

Our production has applied for the necessary City permits. If a permit is granted it will be available at the location, we agree to abide by all City filming rules and any specific guidelines applicable to your neighborhood. We will make every effort not to disturb you and will arrive and vacate your neighborhood at the agreed upon time. We appreciate your hospitality and cooperation while filming on your street and in your neighborhood. If you have any questions, please do not hesitate to contact our production. Our information is included below.

**UPDATE CONTACT INFO BELOW**

ABC Production Company

Downtown Hotel

123 Downtown Street, Suite 4141

Seattle WA 98104

Mary Brown, Location Manager, cell 555-1111, home 555-1234

**ADD ANY ADDITIONAL ON-SITE CONTACT FOR PRODUCTION**

<b><u>I DO NOT OBJECT</u></b> to the filming request.	<b><u>I OBJECT</u></b> to the filming request.
<b>Printed name:</b>	<b>Printed name:</b>
<b>Initial:</b>	<b>Initial:</b>
<b>Address:</b>	<b>Address:</b>
<b>Business name (if applicable):</b>	<b>Business name (if applicable):</b>
<b>Telephone (optional):</b>	<b>Telephone (optional):</b>

**LEAVE A COPY OF THIS LETTER WITH THE PROPERTY MANAGER ALONG WITH A COPY OF YOUR SITE MAP. RETURN A SIGNED COPY TO THE FILM OFFICE.**

Filming activity in residential areas is normally permitted between the hours of 7 a.m. and 10 p.m. When filming is planned before or after these hours or to film at one location for more than a few days, the City Film Office requires the production company to survey the neighborhood. This survey will be used to assist the Film Office in evaluating the potential disturbance to your neighborhood. If you have any concerns about this production or the permitting process, please call Chris Swenson, Film Program Coordinator at City of Seattle Film Office at (206) 733-9245.